

SECRET

14 December 1965

MEMORANDUM FOR THE RECORD

SUBJECT: Career Training Program Data

Mr. Bannerman has expressed some concern over the size of the January 1966 class of Career Trainees and had asked [ ] to review our records to learn if the Office of Training had previously alerted him to this shortfall in the Career Training Program.

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Our records show the following instances where the Office of Training had, in fact, alerted us to shortfalls in the January class and also in the October 1965 class:

a. In the OTR Weekly Activity Report dated 9 September 1965 the following was included:

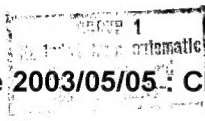
"1. Career Training Program

October Class. As of this date only 30 candidates can be considered firm for enrollment in the October Career Training class. This figure includes 22 recruited from outside the Agency and 8 from on-duty personnel. We still have about six weeks in which to improve the outlook and achieve our goal of 50 students."

b. In [ ] memorandum dtd 30 September 1965 to the Director of Training, a copy of which was forwarded by Mr. Baird to the DD/S on 4 October, the following comment was made:

"With a quarterly input requirement (four classes per year) and a 3 1/2 to 5-month processing cycle, we have a built-in deficit factor which is beginning to overtake us. As of 9 September we have sixty applicants under consideration and our best estimate is that the total for Fiscal Year 1966 will not exceed 150."

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c. [ ] says that he talked about the shortfall in the October 1965 class and the indications of a shortfall in the January 1966 class during his briefing to the DD/S on 8 October on the Careet Training Program.

d. In the OTR Weekly Activity Report dated 24 November 1965 the following was included:

"9. Career Training Program

The manpower pinch which has become progressively worse is affecting the availability of both external and internal candidates for the January Career Training class. The recruitment and processing systems have not kept pace with expanding requirements and the Career Training Program is suffering the effects along with the rest of the Agency. We can expect some improvement in the spring when returns from autumn recruitment are in and returns from a few procedural changes have begun to operate. This will not help the January class, however, which will not exceed 35. We may EOD about 20 external and we had hoped to get as many internals from the 30 or more candidates who are under consideration. However, on 19 November we were informed by the Chief, RID that none of RID's 13 candidates can be released for the January class because of work pressure and shortage of people. Two other offices, Communications and Central Reference, have also advised that their applicants (one from each) will not be available."

2. From the above it would appear that the Office of Training has alerted the DD/S to the fact that the quotas for the Career Training classes of October 1965 and January 1966 would not be reached.

  
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SECRET

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SUBJECT : Career Training Program Data

I have been informed by the Career Training Program Personnel Officer that the next CT class beginning 10 January will comprise 37 33 Trainees, 17 of which are Externals and 16 of which are Internals. Of the 16 Internals, DD/P is providing 6, DD/I is providing 9; and the DD/S is providing 3.

The October 1965 class totaled 41 Trainees of which 32 were Externals and 9 were Internals.

21 Dec memo for file. RLB  
2 RID/DDP additional  
2 DD/S  
4 additional CT

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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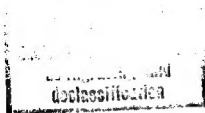
The following are statistics given me by  who is the Personnel Officer with the CTP:

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<u>Item</u>	<u>27 Jul 64 - 4 Dec 64</u>	<u>27 Jul 65 - 8 Dec 65</u>	
New Files received (PHS)	318	349	
Reject by Program Officer on the file reviewed	80	178	
Reject by the Program Officer on personal interview	46	38	
Decline by the candidate after notification that he had been accepted pending security clearance.	48	71	
Postponement by candidate	11	2	
Medical disapproval	11	13	
Security disapproval	32	29	
Panel Disapproval (o/p. gns, o/s)	9	<u>47</u>	338

385

Actions noted in line 2 thru 8 do not necessarily relate specifically to the 349 new files shown on line 1.

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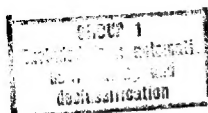
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The following statistics were given me by  Office of Personnel. During the period 1 January - 30 November 1965, 314 CT applicants were invited to Washington for pre-employment processing. As of 30 November 241 had reported. Of this group 175 were turned down because they did not meet the CTP standards or were turned down by OMS or were turned down by O/S. 66 of this 241 entered on duty. 73 candidates are somewhere in the pipeline between the time they will report to Washington and the time a decision is made on their acceptance.

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0-4?

Chronological Sequence and Average Processing Time for Full Clearance  
Employment of Career Trainees

Step	Action	Average Time
1	Initial interview of applicant by field office personnel interviewer. Individual asked to complete Personnel History Statement.	30 minutes
2	Individual completes PHS and transmits to Personnel Field Office.	Indeterminable
3	PHS submitted. Field Office forwards to O/Pers at Headquarters	1-3 work days
4	O/Pers records receipt, performs initial record processing. Sends to Career Training Program Personnel Officer.	2-3 work days
5	CTP receives PHS and file. <ul style="list-style-type: none"> <li>a. Personnel Officer makes initial review of PHS. Obviously unfavorable cases eliminated, e.g., marriage to alien. Favorable files referred to CTP Program Officers.</li> <li>b. CTP Program Officers review PHS. Inform CTP Personnel Officer of those applicants who should be brought in for pre-employment interview.</li> <li>c. CTP Personnel Officer prepares and forwards forms to O/P Hqs. requesting applicants be brought in for interview by CTP Program Officers, for medical examination, and for polygraph.</li> <li>d. Concurrent with step c., copies of forms sent to O/MS and O/S requesting dates for applicant medical examination and polygraph.</li> <li>e. File forwarded to Correspondence Section, O/P where letter prepared and sent to applicant stating our interest and stating that within few days he will be advised on reporting date to CIA for interviews, and exams. (medical and security). This is first indication applicant receives that he is being favorably considered.</li> </ul>	
	Above steps take total time of	5-6 work days

**SECRET**

Step	Action	Average Time
6	O/MS informs CTP when applicant to report for medical examination & A&E testing	2-3 work days
7	O/S informs CTP when applicant can report for polygraph. The reporting time is about 12-15 working days from then current date.	8-9 work days
8	CTP Personnel Officer informs applicant when he is to report to CIA for interview, medical and security exams. Asks applicant to confirm.	1-2 work days
	Note: The date scheduled by O/S for polygraph is some time subsequent to medical exam therefore later date is given applicant.	
9	CTP applicant arrives at Agency on date indicated, and -- a. Is interviewed by CTP Program Officer. <i>1/</i> b. Given medical exam - A&E testing c. given polygraph	3 work days
10	OMS reports to CTP on result of examination.	9 work days
11	O/S reports to CTP on polygraph/ test within 3-4 work days.	
12	If medical and security reports are favorable, CTP advises O/S to begin full clearance investigation.	
13	CTP Personnel Officer writes applicant that initial testing okay, and applicant acceptable pending final security approval. <i>3/</i>	
14	O/S conducts full field clearance investigations.	63 work days

*[Handwritten signature]*

NOTES:

- 1- INITIAL 'REJECTIONS' BEGIN HERE
- 2- APPLICANTS ACCEPTABLE TO CTP PROG. OFFS., HAVING MEDICAL & SECURITY OKAY (POLYGRAPH) CAN, AT THIS POINT BE EMPLOYED ON PROVISIONAL BASIS

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Recap of Timing from Receipt of Applicant's PHS to Final Security Clearance Approval

O/P Field Office	1 - 3 work days
O/P - Headquarters - Initial processing	2 - 3 work days
CTP - Initial Processing	5 - 6 work days
OMS & O/S - Initial Processing	8 - 9 work days
Applicant Reporting Time to CIA	12 - 15 work days
Applicant Interview, medical & security examination & testing	2 work days
Report by O/S & OMS to CTP on results of exams.	9 work days
O/S full field security clearance	<u>63 work days</u> ✓
4 1/2 to 5 calendar months or	106 work days ✓

IF EMPLOYED ON PROVISIONAL CLEARANCE BASIS  
EOD TIME CUT TO 43 WORKING DAYS OR 2 MONTHS

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